

## Job profile

### Service and job specific context statement

**Directorate:** Central Services  
**Service:** Procurement & Contract Management  
**Post title:** Category Procurement Officer  
**Grade:** K  
**Responsible to:** Procurement Operations Manager  
**Staff managed:** None  
**Date of issue:** January 2017  
**Job family:** P&T - Professional & Technical

### Job context

The post will support a specific category for all procurement activity. This will include the delivery of the procurements operating within the category sourcing plan for the category area.

Place	People	Professional
Responsible for delivering all the procurements in the Place area of spend.	Responsible for delivering all the procurements in the People area of spend.	Responsible for delivering all the procurements in the Professional area of spend.

The posts will operate within the framework of the council's procurement strategy, ensuring compliance with procedures, process and current contractual arrangements.

The post will act as the Centre of Expertise for the procurement of specific category related goods and services, and ensure that at all times that there is proper compliance with the overall Category Sourcing Strategy, the Council's Procurement Strategy, Contract Procedure Rules, Financial Regulations, and European and UK Legislation on procurement.

### Job specifics

The post will have a key role in working with suppliers and also in analysing and reporting on performance information. It will contribute to the definition of the external supply chain and the identification of the role and responsibilities of the components of the chain. It will also assist with the development of proposals for future procurement projects, and the post will need to use problem solving techniques and innovative thinking to propose solutions and be able to challenge results and performance data on behalf of the Place, Professional and People spend categories.

The postholder will work as part of a professional/Place/People team within the Procurement and Contract Management Service to deliver best value for money across the council in the procurement of the goods and services linked to the category.

The postholder will have a strong commercial awareness and will use appropriate challenge to deliver value for money.

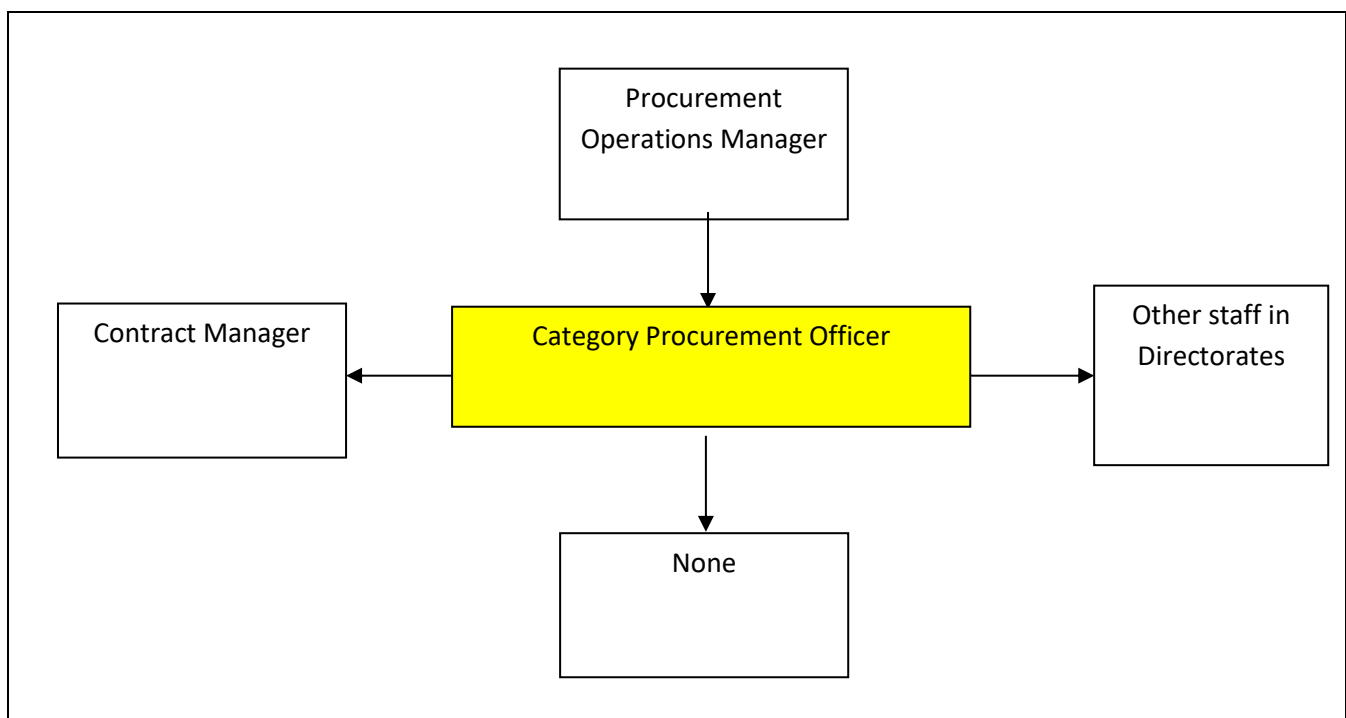
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The postholder will have a contributory role in helping to procure and performance manage contracts currently worth up to £50m per annum.

The postholder will carry out any other related duties and responsibilities, including in other category areas, as may arise.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Line Manager or Head of Procurement and Contract Management.

## Structure



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Job Description	
Job purpose	To support the Senior Procurement Category Officer in procuring specific category related contracts to meet the needs of the County Council.
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Support Senior Category Managers in execution of category management and ongoing procurement activity.</li> <li>• Undertake and oversee the procurement process, including drafting of specifications, preparation and issue of tender documents, evaluation of proposals, contract award and administration.</li> <li>• Commission expert technical input for specification development.</li> <li>• Undertake price and process benchmarking and reporting.</li> <li>• Deal with supplier performance issues (cost, quality, delivery etc.) as they arise referring upwards to the Senior Category Manager where appropriate. Monitor and report on supplier performance and report into category performance indicators and provide statistical returns as required.</li> <li>• Ensure the use of standard formal documentation and procedures in relation to the procurements undertaken for the category.</li> <li>• Contribute to the achievement of targets agreed with the Senior Procurement Category Officer or Senior Category Manager as appropriate.</li> <li>• Meet with the external providers to assist in the provision of information about the Council's requirements and to review performance and other relevant information.</li> <li>• To monitor the performance of external providers by participating in the governance arrangements.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Undertake personal interaction with the public, members &amp; officers in a positive way which creates a good impression of the Procurement Team and the County Council.</li> <li>• Communicate with customers around the performance of the service and act on any feedback received, demonstrating any action taken as a result</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• Work with the supplier market to achieve required outcomes.</li> <li>• Work with colleagues across the Council to ensure effective procurement, including legal, and finance.</li> <li>• Work with colleagues in directorates and specific category related services to ensure that new external arrangements will meet their needs and to understand the pipeline of work.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Support specific category related services for the day-to-day management of all procurement of contracts to aid delivery of the service</li> <li>• Support the line manager in delivering high standards of performance against agreed indicators.</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Use systems and information as appropriate to quality assure the work of contractors and suppliers.</li> <li>• Effectively evidence oversight of critical decisions and practice.</li> <li>• Ensure service information is available to service users, their families and the general public as appropriate.</li> <li>• Use procurement-specific systems and processes (e.g. OJEU) in the procurement and management of suppliers</li> </ul>

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### Person Specification

#### Essential upon appointment

##### Knowledge

- In depth knowledge and understanding of Procurement Legislation, including European and NYCC specific contract procedure rules and procedures (OJEU)
- In depth knowledge and understanding of procurement systems (e-tendering)
- In depth knowledge and understanding of current forms of Contract, contract documentation, systems and processes
- Understanding and awareness of Local Government/public sector procurement issues e.g. competitive tendering requirement, achievement of best value, need for a mixed economy, the role of procurement in the delivery of best value and efficiency.
- The People, Place and Professional related industry and how it operates.
- The issues around the procurement of People, Place and Professional related goods and services.
- People, Place and Professional related contracts and frameworks.

##### Experience

- Demonstrable experience of using current forms of contract and of procuring People, Place and Professional related goods and services.
- Demonstrable experience of the development and delivery of tendering and contracting relating to a general or a specific category or area of spend.
- Demonstrable experience of the development and drafting of tendering and contracts documentation and related information and experience of management of contracts.
- Significant procurement experience
- Significant contract management experience
- Demonstrable co-ordination, collation, analysis and reporting of complex information from numerous sources
- Programming and Performance Management
- Experience of challenging and processing financial transactions
- Experience of e-tendering systems
- Experience of procuring People, Place and Professional related consultants and / or contractors.

##### Occupational Skills

- Development, monitoring and application of procedures to ensure consistent quality of service.
- Organisational skills to plan, programme and organise workload as well as using resources effectively and efficiently.
- Financial and in particular, evaluation skills including analysis and interpretation.
- Analytical skills covering graphic, numeric and statistical information and involving risk assessment.
- Development and delivery of programmes of work.

#### Desirable on appointment

- Knowledge of procurement legislation
- Knowledge of local government
- Knowledge of NYCC's contract procedure rules

- Experience of the local government context.
- Experience of supply chain management.

- ICT skills – basic Microsoft Project, PowerPoint, Office (or equivalent software).

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<ul style="list-style-type: none"> <li>• Maintain an awareness of developments within the People, Place and Professional related markets and of the economic situation and an understanding of the implications for the County Council.</li> <li>• Problem solving skills</li> <li>• Interpretation of construction contract or framework documentation.</li> <li>• Oral communication - ability to communicate with varied audiences.</li> <li>• Written communications skills</li> <li>• Decision making skills</li> <li>• Emotional intelligence and resilience</li> <li>• Ability to use MS PowerPoint and Office software</li> <li>• ICT skills - basic Microsoft Excel (or equivalent software).</li> <li>• ICT skills - basic Microsoft Word (or equivalent software).</li> </ul>	
<b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b> <ul style="list-style-type: none"> <li>• Relevant degree, or a professional qualification related to procurement (CIPS), or equivalent knowledge and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement qualification (CIPS) or significant knowledge and experience.</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Ability to travel across the County</li> <li>• Ability to attend meetings outside of normal business hours</li> <li>• Able to work under pressure and meet tight deadlines</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.